English Language Proficiency Assessment (ELPA) Online

Bureau of Assessment and Accountability

Coordinator Training

For

District Test Coordinators
School Test Coordinators

Welcome and Introduction

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Agenda & Goals

- Introductions
- Key Online Activities and Timeline
- Scheduling Tests
- Workstation and Network Requirements
- Network and Workstation Set up Requirements
- Student Online Test Delivery System
- Wrap-up and Next Steps

ELPA Online Spring 2012

- ELPA Online testing - Spring of 2012
  - English Language Learners (ELL/LEP)
    - 10,000 students across state
    - Listening, Reading, Writing and Speaking
    - Levels III, IV, V only
      - Level III – Grades 3-5
      - Level IV – Grades 6-8
      - Level V – Grades 9-12
  - March 5 – April 13, 2012 (same as paper/pencil)
- Districts choosing not to participate in Online will be expected to assess LEP/ELL students on ELPA paper-pencil

PJ(17   Comma needed after "Writing" on second bullet point.
Paul, Jennifer (MDE), 1/25/2012

District Roles

- **DTC – District Test Coordinator, STC – School Test Coordinator**

- **DITC – District IT Coordinator, SITC – School IT Coordinator**

District and School Testing Coordinator Responsibilities:

- Before Testing
  - Help schedule testing time and prepare computer labs
  - Read the Test Coordinator Manual

- During Testing
  - Monitor test administration and respond to questions
  - Be available to look up user names and order test materials
  - Ensure students take the Practice Test **before** taking the Domain Sections of the ELPA Online
  - Add additional users in iTester
  - Update editable demographic information and/or contact BAA if information is incorrect

- After Testing
  - Ensure all Online administration activities have been completed
  - Assure that Administrator and Student Surveys are completed—You're feedback is critical and much appreciated!!

Key Online Activities and Timeline

- Winter 2012
  - Feb 13, 2012 – iTester Administration Open
  - Feb 13-20, 2012 - Load Test Administrator Names
  - Feb 14-15, 2012 – Online Test Administrator Web Training
  - Feb 24, 2012 - Scheduling Templates to BAA
  - Feb 20-Mar 30, 2012 – Practice Test Administration
- Spring 2012
  - Mar 5-Apr 13 – Spring ELPA Testing Window
  - Onsite visits to observe some schools
  - Post-Administration surveys of Tech Coordinators, Admins, and students

Administrative Tasks

- **School & Schedule Preparation**
  - Develop a schedule that will provide adequate time for online testing
  - Communicate to Principals, Teachers, and Students about the Online Testing
  - Prepare for Administration Dates – Mar 5 – Apr 13, 2012
  - Ensure school is not running large programs which may drain network bandwidth during Online Administration
- **Student Preparation**
  - Print Student Test Tickets
  - Complete Practice Test before actual testing starts
  - Listening and Speaking Story Retell -Verify sound and headphones functioning
  - Speaking Test – Ensure Student AND Teacher workstations are set up and Workstation Readiness tests have been completed on both machines

Scheduling Tests

- The dates, times, and locations of testing sessions will be determined by the following factors:
  - Number of students testing online
  - ELPA Levels of students tested (i.e. Levels III, IV, or V)
  - Number of networked computers available
  - Location of computers and number of computers in each location
  - Availability of locations of computers on day of testing
  - Number of qualified staff to administer four domains: Listening, Reading, Writing, and administer and score Speaking test
  - Refer to ELPA Online Schedule Planning Document posted on the BAA website for detailed instructions

Scheduling Tests (cont.)

- 4 main phases to plan for in schedule:

    - **Workstation Readiness Testing:**
        - SITC prepares computers for testing
        - Approximately 30 minutes to configure network
        - 2-3 minutes to check each workstation
        - See the *Test Coordinators Manual* for more information on Workstation Readiness requirements
    - **Practice Testing:**
        - Students must take the Practice test online **_before_** start of ELPA Online Domain sections
        - Approximately 30-45 minutes to administer
    - **ELPA Section Tests:**
        - Listening, Reading, and Writing tests are administered in groups
        - Speaking Test is individually administered and untimed
    - **Make-up Testing:**
        - For students absent on scheduled day(s) of testing

Minimum Workstation and Network Requirements

Hardware Requirements	Windows	Apple / Macintosh
Operating System	Windows 2000 or higher	OS 10.4.X or higher
Java Version	Java Version 1.5	Java Version 1.5
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB or higher	512 MB or higher
Devices	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device / Keyboard
Audio	Headphones / Speakers	Headphones / Speakers
Screen Resolution	1024 x 768	1024 x 768
Internet Connection	1.5 mbps or higher	1.5 mbps or higher

Online Testing System Overview

- Two main online components of the iTester System to be used for the ELPA Online:

    - Student Test Delivery System (iTester Student)

    - Administration System (iTester Admin)

Student Online Test Delivery System (iTester Student)

- STCs will print test tickets prior to the test administration window.

- Students will sign in using the same User Name and Password to access all four test sections and practice test.

- Students must take a Practice Test before taking the actual tests.

Student Online Test Delivery System (iTester Student) (cont.)

- Single form for each Level: III, IV, and V
- Same number of items as in the Paper Test (includes field-test items)
- Online Item types match paper and pencil items
  - Multiple-choice selection and
  - Constructed response where students will type their answers online
- Like with the paper tests, all tests – except the Listening Test – have a Teacher Script to guide students through the testing. A TAM for the online assessments will be provided.

Student Online Test Delivery System (iTester Student) (cont.)

- Listening Test and Speaking: Story Retell sections will require headphones and sound cards for all students. (Listening CD is replaced with online digital audio.)

- Headphones will be required for the ELPA Online Test Administration.

- Microphones will NOT be required for the ELPA Online Test Administration.

Student Online Test Delivery System (iTester Student) (cont.)

- The Speaking Test will require 2 computers for each individual administration.

- Students will be presented with the speaking prompts online.

- Teachers will have an online score-entry interface that replaces the scoring that is recorded on the answer documents in a paper/pencil administration.

Online Administration System (iTester Admin)

- Administration System used to manage users, students, and scheduling testing times.

- Each user (e.g. DTC, STC, Admin, etc) will have custom features based on their role and responsibilities.

Next Steps

- Important Documents to Review prior to Test Admin Start (Posted on iTester Admin Help Tab)
  - Test Coordinator Manual
  - Test Administration Manuals (Delivered to schools on Feb 27, 2012)

- Coming Soon…
  - Test Admin Training Invitations – Feb 14-15, 2012

- Personnel Changes – Be sure to communicate changes in personnel to BAA

Wrap-up

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